

**Administrative Advisory Committee**  
**Meeting Minutes**  
**9/1/2016**

**AAC Present:** Kristen Mook, Kelly Boulton, Ashley Hughes, Samantha Avery, Sean O'Connor, Marian Sherwood, Andrew McMillen, Heather Grubbs, Sueann Kaster-Mercier, Beth Curtiss, Rebecca Guanzon, Lenee McCandless

This was the first meeting of the semester.

1. Kelly Boulton gave the committee an update from the Strategic Planning Committee.
  - The last SPC meeting was focused on the conversation of the goal of the committee and to assess the process on the current plan while anticipating questions for the future.
2. We addressed the current bylaws.
  - How do we want to function moving forward:
    - Beth is going to reach contact Human Resources to see if AAC can get a list of new staff members as they join the institution. Moving forward we would like to reach out to them as they get on campus. Possibly include a welcome message in their HR welcome packets?
    - Administrator Philanthropic Day?
      - Possible service day on a Saturday this fall/spring.
      - Help fundraise/ advertise at the October 15 #battleforbridget day
    - Website
      - There is a "feedback form" on the committee's page. Sean is going to look into updating it and see how it can be revamped to capture a greater audience moving forward.
3. FFC Representation
  - Sueann is going to represent AAC at FFC meetings (Wednesday evenings, 4:30-6:00pm). Kristen will reach out to see if Marian can serve as a dual rep (she already attends), or if Kelly can attend by leave by 5:30pm.
4. We discussed the current cluster format.
  - We are going to stay with the current format, but possibly look into have those voted into their positions serve for the cluster for two years and alternate yearly with a general election for administrators who are interested in serving a two year "general" term.
5. All AAC members were asked to send Sean a personal photo for the web update by September 14<sup>th</sup>.
6. The committee agreed the webmaster should be added to the bylaws as a responsibility. It was agreed the responsibility would include updating the member roster, positing the minutes the secretary provided and update bylaws.
7. Budget
  - The committee has \$429.27 left in the budget after cosponsoring the welcome back staff pizza luncheon.

- Part of the budget can go towards October 15, #Battle4Bridget
- The idea was brought up to have a monthly lunch for a certain group of employees on campus, whose birthday falls in that particular month. AAC sponsor drinks, snacks or something of that nature? This would bring different groups/departments/age groups/etc. together.

The next meeting will be held October 6, 2016 at noon in the Campus Center.